

## **Instructions for the Completion of the Application For a Certificate of Public Convenience and Necessity**

1. The application must be carefully and completely filled out by computer, typewriter, or neat handwriting in ink. All questions # 1 to # 26 must be answered. Application must be signed and **notarized**.

**NOTE:** Use words “none” or “N/A” when questions do not apply to applicant.

2. You are required to include documentation, if the space provided in the form is insufficient, use 8 ½ x 11 inch plain paper and write in the blank space of the application “See attachment (A, B, C, etc)”. Also label the attachment in the top right corner “Attachment (A, B, C, etc)”.
3. The application must be mailed to P. O. Drawer E. Dover DE 19903 or dropped off at: Department of Transportation, 303 Transportation Circle, Room 112, Dover DE.
4. Every application must be accompanied by a filing fee in the amount of seventy-five dollars (\$75.00). Checks must be made payable to the Delaware Department of Transportation (DelDOT). Filing fees are **not** refunded if application is denied.
5. In accordance with the Delaware Code, **2 Del. C. c. 18**, a public hearing may be required. The Applicant will be contacted for a convenient time if the hearing is necessary.
6. The Applicant will be charged for the stenographic record of the hearing. As annotated in the Delaware Department of Transportation Rules and Practices pertaining to the regulation of Public Carrier, Chapter 6, 6-2 (a) “The applicant or the public carrier about whom the hearing is being held will be responsible for the cost of the stenographic record.” The cost of this service begins at approximately \$150.00 per hearing. The applicant must be prepared and is obligated to pay the Court Reporters fee immediately at the end of the hearing. All payments will be made directly to the Court Reporter. No hearing decision will be determined until this fee is paid in full.

**Please Note:** If your company intends to apply as a limousine or non-emergency medical transport service and your vehicle has a passenger capacity of 12 persons or more, exclusive of the driver, your company must apply for “Charter Bus” rights as defined by **2 Del. C. c. 18 § 1801 (11)**. Therefore, it is possible to have to file two separate applications, if your fleet includes vehicles that have the capacity to transport 11 passengers or less (limousine), and also vehicles that have the capacity to transport 12 passengers or more (charter bus).